

## Non-Physician Expense Claim Notice:

If you fall into either of the following scenarios:

(1) a non-physician attendee who was granted pre-approved support on travel expenses to attend the PCAN Summit.

or

(2) A non-physician attendee who was unable to secure complimentary on-site hotel parking for your vehicle.

In either case, you are eligible to submit an expense claim, please ensure your expense claim align with the agreed-upon detail(s). Complete the electronic JCC Expense Claim form and email it along with all itemized receipts and supporting documents to [sscbc@doctorsofbc.ca](mailto:sscbc@doctorsofbc.ca). Expense claim forms will be sent in a wrap-up email post-event. All expense claim submissions must be accompanied by itemized bills/receipts.

For timely reimbursement, we recommend submitting expense claims by November 27, 2023 (one-week post-PCAN Summit event), as we anticipate a surge in expense claim submissions and a holiday pause in financial processing. Every effort will be made to pay claims received by November 27, 2023 on December 14, 2023. However, expense claims received after 3:30pm, December 4, 2023 will be processed in January, 2024.

Your cooperation is appreciated,

PCAN Summit Planning Committee

